

Initiating a new Civil Case via e-mail (posted July 2007)

To file a civil case via e-mail, initiating documents (i.e., civil cover sheet, summons, complaint, notice of removal, etc.) may be submitted to: newcases@mnd.uscourts.gov. In the subject line include "new case" and a short case title (e.g., new case - Jones v. Smith). In the email body, indicate how the fee will be paid or attach a completed PDF version of the Application to Proceed Without Prepayment of Fees and Affidavit (IFP) form. There are three options for sending the filing fee to the Clerk's Office: (1) by mail (2) personally delivering or (3) by faxing the credit card authorization form. If paying by check, the case title should be included on the memo line of the check.

New cases are filed the day the Clerk's Office receives the initiating documents AND the required filing fee or IFP form. If the Clerk's Office has received the initiating documents, but does not have the required filing fee, the case cannot be opened until the fee is received. New cases are filed between 8:00 a.m. and 5:00 p.m. Central Time on regular business days.

Summons, IFP forms, Credit Card Authorization forms can be found on the Courts web site at www.mnd.uscourts.gov on the [Forms](#) page. If you are requesting a summons be issued, please indicate in your email if the summons should be mailed back to you or if someone will be picking it up from the Clerk's Office.